

Training and Evaluation Outline Report

Task Number: 12-6-0036

Task Title: Conduct Personnel Accountability

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: The unit is deployed to a specified theater conducting Unified Land Operations ranging from active combat to stability operations. Soldier, Department of Defense (DOD) Civilian, and contractor personnel losses and gains are occurring in subordinate assigned, attached, and operational control, OPCON, units. Subordinate unit leaders are submitting duty status, casualty reports, and other personnel accountability information to the S1 section. The element has communication with higher, adjacent, subordinate, and supporting units. The S1 section is equipped with operational automated personnel systems. The unit and supporting unit standing operating procedures (SOPs), AR 600-8-6, ATP 1-0.1, and FM 1-0 are on hand. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Personnel data for assigned, attached, and OPCON units is verified, accurately recorded, and maintained with 100 percent accuracy in accordance with (IAW) AR 600-8-6. Personnel duty status and accounting data are entered into the appropriate system as changes occur or as soon as they become known, providing commanders, staff, and other applicable headquarters (HQ) accurate data, and enabling units to balance Military Occupational Specialties (MOSs) within their organization. In MOPP, personnel accountability activities are reduced to minimum actions required for immediate mission accomplishment.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

1. The S1 section personnel establish Personnel Accountability (PA) operations.

- a. Verify all databases as accurate and current as of arrival in theater.
- b. Coordinate with appropriate activities for connectivity for secure and non-secure voice and digital communications.
- c. Determine higher headquarters reporting requirements, time lines, and procedures for submitting reports.
- d. Inform subordinate reporting units of procedures and requirements.

e. Provide the Theater Gateway Personnel Accountability Team at the inter-theater Aerial Port of Debarkation (APOD) with an accurate deployed personnel database.

* 2. The S1 manages PA operations.

- a. Ensures accuracy and timely processing of all PA information.
- b. Manages PA reports and reporting procedures.
- c. Authenticates PA reports.
- d. Provides specific reports IAW established time lines and procedures.

e. Conducts periodic briefings to the commander, staff, supporting units, and higher HQ on unit PA information and activities.

f. Ensures personnel accountability is included in the unit Tactical Standing Operating Procedures (TSOP).

* 3. S1 NCOIC supervises PA processing and related activities.

a. Assigns individual responsibilities for PA processing.

b. Ensures human resources (HR) personnel have appropriate security clearances, permissions, and training on automated systems employed.

c. Ensures HR personnel are trained on manual procedures.

d. Reviews records, reports, and processing procedures.

e. Monitors data to identify differences and information inconsistencies.

f. Validates requests for special reports and information.

g. Tasks subordinate units and sections for nonstandard PA information.

h. Provides for the disposition/security of backup database and other automated materials.

i. Forwards PA and related reports to the S1 for review and appropriate authentication.

j. Briefs the S1, command group, and staff on PA status and activities.

4. S1 personnel process PA information.

- a. Maintain 100% accountability on all assigned or attached personnel, to include replacements, Return to Duty (RTD) Soldiers, Rest and Recuperation (R&R) personnel, Army Civilians and contractors as required.
- b. Log in all PA information, reports, messages, and related materials.
- c. Review PA feeder information to identify missing, conflicting, and inaccurate information.
- d. Coordinate to obtain missing information.
- e. Correct data differences, information inconsistencies and errors.
- f. Report unresolvable situations of missing, conflicting, and inaccurate information to the noncommissioned officer in charge (NCOIC).
- g. Coordinate with military police and Casualty Liaison Teams (CLTs) (for information on casualties, patient tracking, and stragglers) both at medical treatment facilities and mortuary affairs collection points; update HR databases and systems appropriately.
- h. Update automated Deployed Theater Accountability System (DTAS), as required.
- i. Prepare required forms and hard copy documentation, if required.
- j. Process duty status change information (ie. Present for Duty to WIA, KIA, MIA etc.) and update the appropriate database and HR system.
- k. Process information on replacement and RTD personnel, as required, into appropriate HR system.
- l. Track transiting unit personnel (leave, R&R, etc.).
- m. Prepare information requested by commander, staff, higher and supporting HQ.
- n. Prepare backup copies of automated data and files.
- o. Forward PA and related reports to the S1 NCOIC for review and appropriate authentication.

5. Rear detachment S1 personnel process PA information.

- a. Maintain accountability of non-deployable personnel.
- b. Update non-deployable personnel duty status changes promptly in appropriate HR system.
- c. Process assignment eligibility and availability (AEA) information for assigned/attached personnel.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The S1 section personnel established Personnel Accountability (PA) operations.			
2. * The S1 managed PA operations.			
3. * S1 NCOIC supervised PA processing and related activities.			
4. S1 personnel processed PA information.			
5. Rear detachment S1 personnel processed PA information.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-42A-1257	Prepare Personnel Accounting Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-1307	Create Ad Hoc Query	805C - Adjutant General (Individual)	Approved
	805C-42A-1317	Employ the Deployed Theater Accountability System (DTAS)	805C - Adjutant General (Individual)	Approved
	805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42A-3241	Employ the Very Small Aperture Terminal (VSAT)	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.1.2	Conduct Personnel Accounting

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).